



COUNTY OF MARIN

DEPUTY DIRECTOR  
CULTURAL SERVICES



## THE COMMUNITY

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 261,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito, and Tiburon.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area—the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes finance, movie and video production, agriculture, aquaculture, computer software, communications equipment, printing, and tourism. Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, the Marin Community College has two campuses (Kentfield and Novato) and Dominican University is located in San Rafael.

## THE COUNTY

County of Marin is a vibrant and thriving organization. Marin County is a General Law County. The County is governed by five members of the Board of Supervisors, each of whom represents one of the five voting districts of the County. The County employs over 2,200 employees in 22 agencies. The Board's priorities for the future include (1) investing in County infrastructure, (2) preserving affordable housing and housing first, (3) addressing climate change, (4) improving disaster preparedness, and (5) prioritizing racial equity. The total

budget for all funds is \$620 million.

Many of the County's employees work at the historic Marin County Civic Center, designed by Frank Lloyd Wright, located in the City of San Rafael.

## THE DEPARTMENT

The Department of Cultural Services in partnership with the Marin Cultural Association has five essential functions: operating the Marin Center facilities and campus as rental venues, programming a diverse performance series and the visual arts galleries, overseeing the Frank Lloyd Wright Civic Center docent tour program, and producing the award-winning Marin County Fair. The Department and the Marin Cultural Association support art and culture in Marin County, increasing participation, advancing collaboration, and optimizing resources to create greater access to the arts for all Marin County residents regardless of age, race, ability, or means.

## THE POSITION

The Deputy Director is an at-will executive level classification responsible for overseeing all administrative business operations and participating with the Director in developing and implementing long- and short-range plans, policies and procedures.

### **Oversight and projects may include but are not limited to:**

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions of a variety of Cultural Services programs.
- Providing day-to-day administrative direction to the Marin Center and the Marin County Fair staff in developing and implementing goals, objectives, policies, procedures, and work standards
- Supervising and leading administrative and Fair staff
- Directing the management of a variety of analytical and feasibility studies involving matters such as ticketing trends,

Marin County Department of Cultural Services supports a thriving arts community by offering a cultural hub and gathering space at the Marin Center and providing leadership in building support for the arts throughout the County.

production best practices and capital improvements

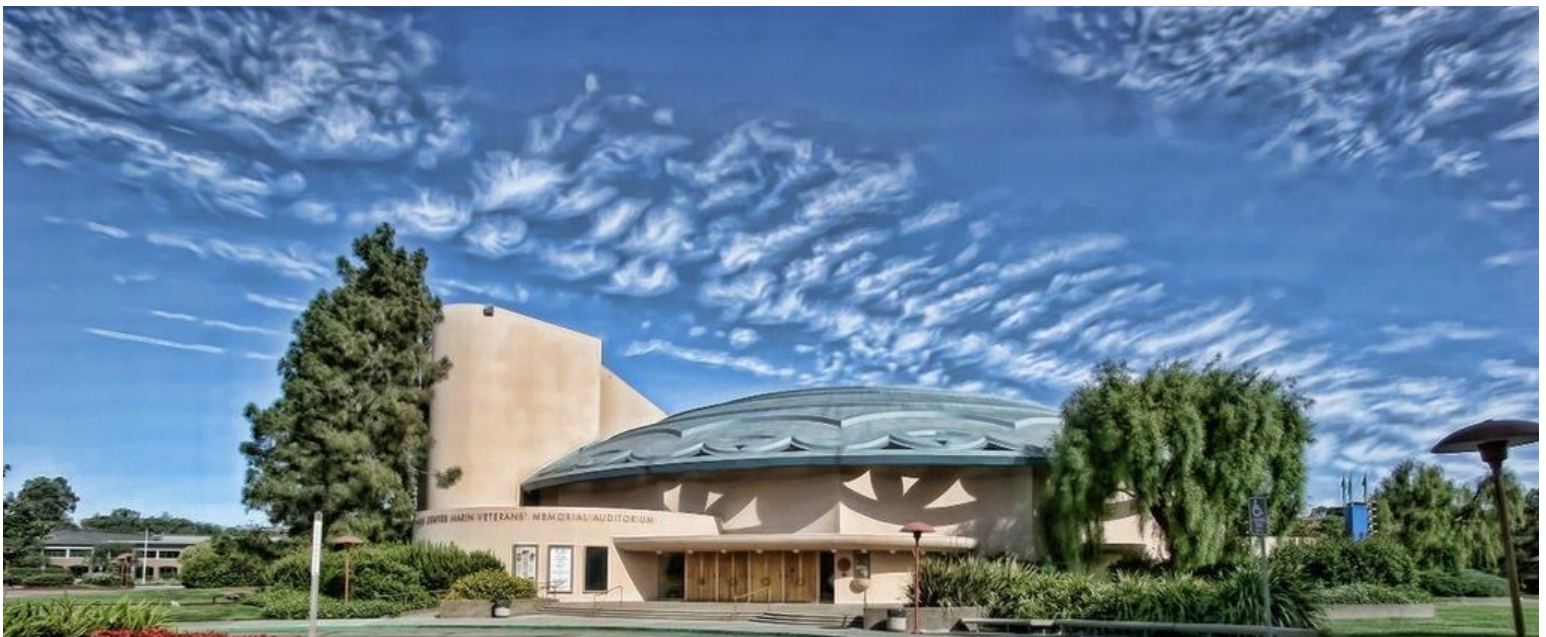
- Reviewing reports of findings on studies and making recommendations to the Director regarding appropriate courses of action
- Planning and directing activities to strengthen the Marin Center and Marin County Fair brands, increase revenue, and raise visibility for events and programs.
- Assisting the Director in developing community contacts and representing Cultural Services and the Marin Cultural Association before various public and private organizations
- Performing special projects and heading teams and committees considering system wide issues and plans
- Fiscal management of a \$7 million Department budget

## MINIMUM QUALIFICATIONS

- Any combination of education and experience that would provide the knowledge and abilities listed. Typically, graduation from a four-year college or university in Venue Management, Arts Administration, Business Administration, Organizational Development or a field closely related to the work, and four years of experience in a management role at a large nonprofit arts organization or state or county fair that has included supervising staff and administering complex and diversified budgets and programs. Possession of a Master's Degree in the fields listed above and experience in a public sector agency are both highly desirable.

## THE IDEAL CANDIDATE

- Has senior leadership experience in managing a large venue **or** Fair Management and/or Nonprofit Arts Management with an outstanding record in strategic planning, fiscal management, employee relations and project management
- Is a proven leader with a strategic and entrepreneurial approach to their work and the ability to successfully work within a leadership team at the executive level
- Is passionate about advancing and promoting equity, diversity and inclusion in the arts
- Is versed in the principles and practice of leadership and management and can thoughtfully and respectfully manage personnel issues
- Brings experience with marketing/branding and earned revenue generation
- Understands principles and practices of project management, contract negotiations and monitoring, and budget development and management





## COMPENSATION

**SALARY:** The annual salary range for the Deputy Director of Cultural Services is \$122,116 - \$146,265.60 annually depending on qualifications. This does not include an anticipated cost of living increase effective July 2022.

In addition, the salary is supplemented by a generous benefit program, which includes the following elements:

**RETIREMENT:** The County retirement system is authorized by the County Employees Retirement Law of 1937. This plan has a reciprocity relationship with CalPERS.

**INSURANCE:** The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

**LEAVE ALLOWANCES:** The County offers generous vacation, personal, management and sick leave benefits plus 10 paid holidays.

**DEFERRED COMPENSATION:** The County does not participate in Social Security except for a mandatory Medicare contribution. The County does offer a choice of tax deferred 457k plans to which employees may contribute in order to enhance their retirement.

For additional information about benefits, please visit <http://www.marincounty.org/depts/hr/benefits>.

## APPLICATION & SELECTION PROCESS

To be considered for this exceptional career opportunity, please apply online at <http://www.marincounty.org/jobs> by **Friday, August 5, 2022 at 4:00 p.m.** IMPORTANT: Your submission must include a resume and cover letter that addresses the competencies and technical skills described in the highly qualified candidate profile outlined in the recruitment brochure.

Depending on the number of qualified candidates, the testing process may consist of a highly qualified review, supplemental application screening, online assessment, written examination, oral examination or any combination to determine which candidate's names will be placed on the eligible list. [The County of Marin is an Equal Employment Opportunity Employer.](#) Women,



minorities, and persons with disabilities are encouraged to apply.

### To Learn More Visit:

[Department of Cultural Services](#)

[Marin Cultural Association](#)

### Tentative Exam Schedule

Filing Deadline: Friday, August 5, 2022

Selection Interviews: Weeks of August 15th & August 22, 2022

We reserve the right to make changes to the announced

## For complete instructions on how to apply contact:

Department of Human Resources  
3501 Civic Center Drive, Suite 415  
San Rafael, CA 94903  
<http://www.marincounty.org/jobs>

415.473.2126 T  
415.473.3669 F  
CRS Dial 711  
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